







## SSPR – Supportive Services Payment Request

*This screen is used to request Supportive Services payments.*

|   |   |  |                        |  |
|---|---|--|------------------------|--|
| SSPR  | SUPPORTIVE SERVICES PAYMENT REQUEST   |  | 06/26/02               | 15:08:51   |
|   |   |  | KIM C                  | PAGE: 1  |
| CASE NAME:  | PARSLEY, PAM L  |  |                        |  |
| WORKER #:   | T 11 1 31   |  | CASE NUMBER:           | 000002   |
| WORKER NAME:  | CROSS, KIM  |  | BNFT MONTH:            | 0602   |
| PAYMENT TYPE:   | PP  | SFY YTD SUPP SERV PAYMENT TOTALS (INCLUDE VV)  |                        |  |
|   |   | EMP: \$  | PAR: \$                | TOTAL: \$ 0  |
|  |  |                         |                        |  |
| PAY USE   | EXPENSE   | AMOUNT   | DESCRIPTION OF EXPENSE |  |
| EMP   | TR  | \$ 250   | TRANSPORTATION         |  |
|   |  | WORK NEEDS TO BE DONE ON THE PLYMOUTH'S EXHAUST SYST. THIS WILL ALLOW PAM TO GET TO HER JOB ACROSS TOWN. |                        |  |
| PAR   | CH  | \$ 100   | CHILD CARE             |  |
|   |   | BABYSITTING, TO ALLOW PAM TO ATTEND THE EMT TRAINING.  |                        |  |
| EMP   | VV  | \$ 25  | VOLUME VENDOR          |  |
|   |   | 5 CITY BUS TOKENS, TO ALLOW FRED TO GET TO HIS JOB, UNTIL THE PLYMOUTH CAN BE FIXED.                     |                        |  |
| TRANSACTION TOTALS: VV AMT: \$ 25 CHECK AMT: \$350.00 AUTH AMT: \$375.00          |   |  |                        |  |
| AUTH USER ID:   |   |  (Supervisor)         | DEAUTHORIZE:           |  (Supervisor) |
| TM902570 PAYMENT HAS BEEN STORED; NEEDS SUPERVISOR AUTHORIZATION                  |   |  |                        |  |
| PF5=VEPA PF6=FIRST PAGE PF7=PAGE UP PF8=PAGE DOWN NEXT-->                         |   |  |                        |  |

Solid arrow = Mandatory field. Open arrow = Optional Field.

### Mandatory Fields ( [F1] indicates Online Help is available.)

#### PAYMENT TYPE [F1]

The Payment Type code is entered here. This describes who receives the payment.

#### PAY USE [F1]

The Payment Use code is entered here. This describes how the payment will be used.

#### EXPENSE[F1]

The Expense code is entered here. This describes the type of expense for which the payment is being used.

#### AMOUNT

The dollar amount for the corresponding expense is entered here.

**AUTH USER ID**

The Supervisor (of the worker who entered the payment information) enters his or her password here, to authorize the Supportive Services payment. (The password must be entered on the last page of expenses.) TEAMS then displays the C Number of that person, when the screen is revisited.

**Optional Fields****COMMENT** (*blank line below user-assigned components*)

A descriptive comment is entered in the blank lines beneath each entry to provide further details about the expense. There are two lines of 60 characters each available for entry.

**DEAUTHORIZE**

The Supervisor may use this field to deauthorize the Supportive Services payment. A 'Y' is entered here. However, TEAMS removes the 'Y' immediately after deauthorization.

**Display Fields****CASE NAME**

The case name (Primary Information person) is displayed.

**WORKER #**

The caseload number of the worker who is inquiring on the payment is displayed.

**WORKER NAME**

The name of the workers who is inquiring on the payment is displayed (Last, First).

**CASE NUMBER**

The TEAMS case number is displayed.

**BNFT MONTH**

The benefit month for the payment is displayed.

**SFY YTD SUPP SERV PAYMENT TOTALS (INCLUDE VV)**

EMP: This field displays the total amount (including Volume Vendor expenses) of all expenses designated for Employment in the State Fiscal Year (July through June), which includes the BNFT MONTH shown, if authorized.

PAR: This field displays the total amount (including Volume Vendor expenses) of all expenses designated for Participation in the State Fiscal Year (July through June), which includes the BNFT MONTH shown, if authorized.

TOTAL: This field displays the grand total of all Supportive Services payments (EMP and PAR) authorized for the State Fiscal Year (July through June), which includes the BNFT MONTH shown, if authorized.

**TRANSACTION TOTALS**

VV AMT: This field displays the amount of Volume Vendor expenses, recorded in this transaction.

CHECK AMT: This field displays the total amount of the check to be issued for this transaction.

AUTH AMT: This field displays the grand total of all Supportive Services dollars to be authorized in this transaction.

**Navigation Fields and Fkeys**

|          |   |
|----------|---|
| NEXT- -> | This field allows the user to access the next desired screen by typing the screen name.                     |
| F2       | The F2 key returns to the last TEAMS <i>menu</i> that was accessed.   |
| F3       | The F3 key returns to the SYSE (System Selection) menu.   |
| F5       | The F5 key accesses VEPA (Vendor Payment) for Vendor Payments (Payment Type of VP).                         |
| F6       | The F6 key returns to page 1 of this screen.  |
| F7       | The F7 key pages up (back) on this screen.  |
| F8       | The F8 key pages down (forward) on this screen.   |
| F10      | The F10 key accesses the CANO (Case Notes) screen.  |
| F12      | The F12 key clears any new data typed on the screen, as long as Enter, F6, F7, or F8 have not been pressed. |